Accessibility



August 2012

Agenda

- Accessible Polling Places
- Accessible Voting System
 - -Set up
- Communicating with People with Disabilities

NH Constitution –

Places for Voting Registration & Polling Places-Easily accessible to all persons including Persons with Disabilities and Elderly Persons

NH RSA 658 –

Each polling place

Easily accessible to all persons including Persons with Disabilities and Elderly Persons

Accommodation

There are **no provisions** that **require** or **allow** a ballot to be brought outside the rail area to accommodate a voter with a disability.

Help America Vote Act Section 301 (a) 3 Voting System

• (A) be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired, ...;

• (B) at least One direct recording electronic voting system or other voting system equipped for individuals with disabilities at each polling place; and......

Accessible Polling Places

Selectmen

The selectmen of each town and ward shall provide

- -for a suitable place in which to hold state elections and shall see that the same is
 - warmed
 - lighted
 - furnished with proper supplies and conveniences.

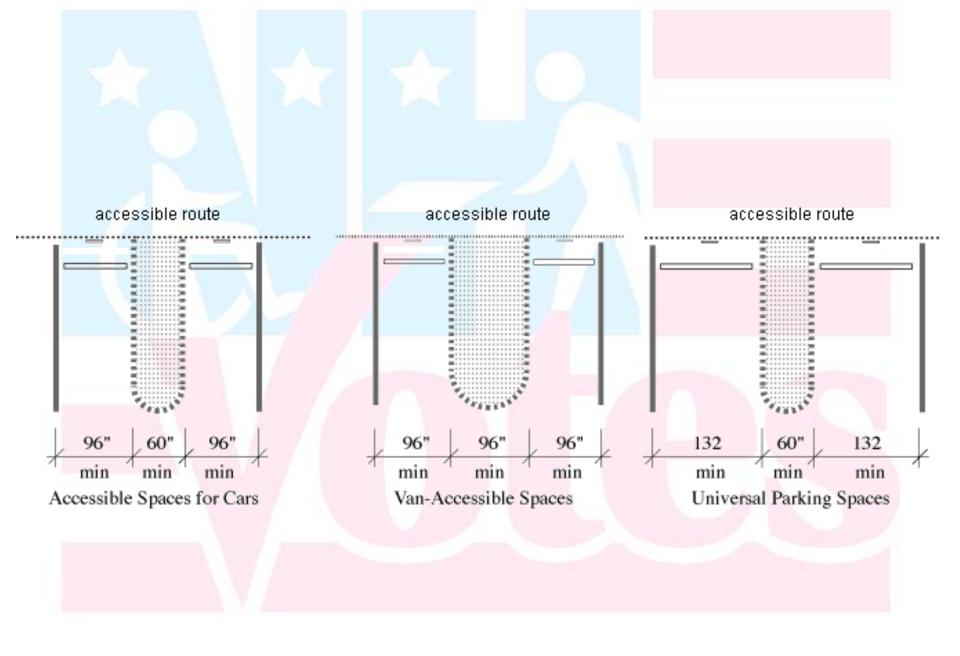
- Parking
- Exterior Route of Travel
- Ramps
- Entrances
- Interior Route of Travel
- Accessible Voting Booths

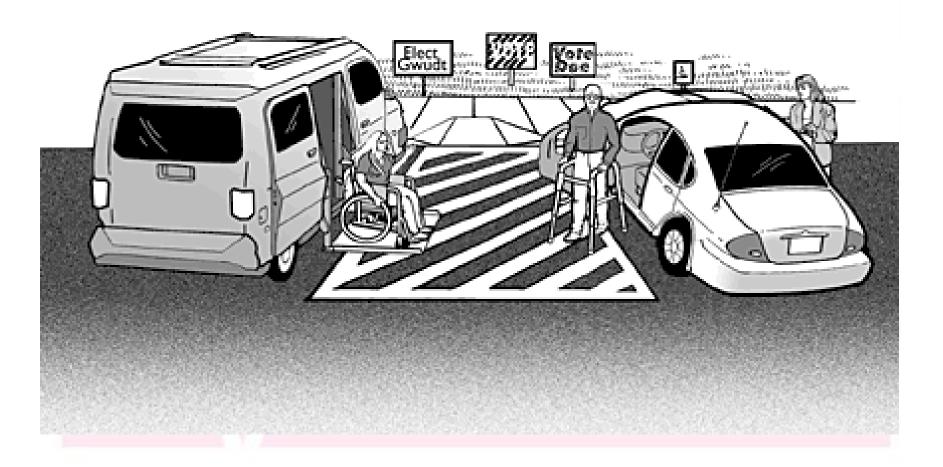
Parking

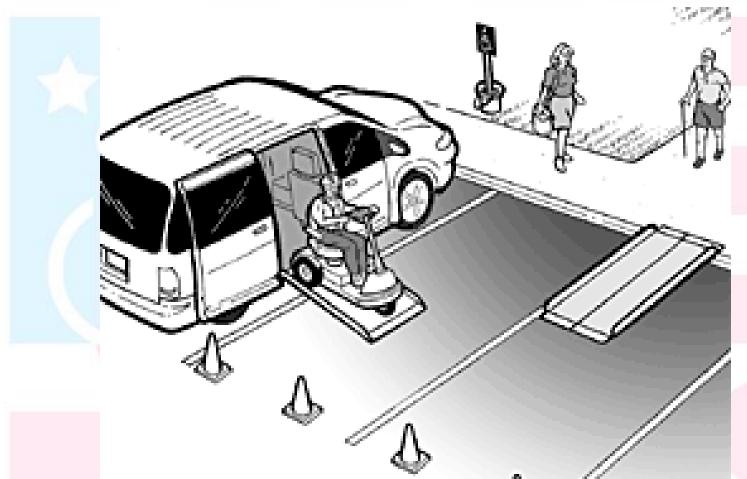
Accessible Parking

- # of Accessible Spaces
 1 space in lots of 1 to 25 spaces
 - 2 spaces in lots of 26 to 50 spaces
 - 3 spaces in lots of 51 to 75 spaces etc....
- •...at least one (1), must measure 96" or 8 feet in width and must have an adjacent access aisle that measures 96" or 8 feet in width and be marked

Accessible







Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.

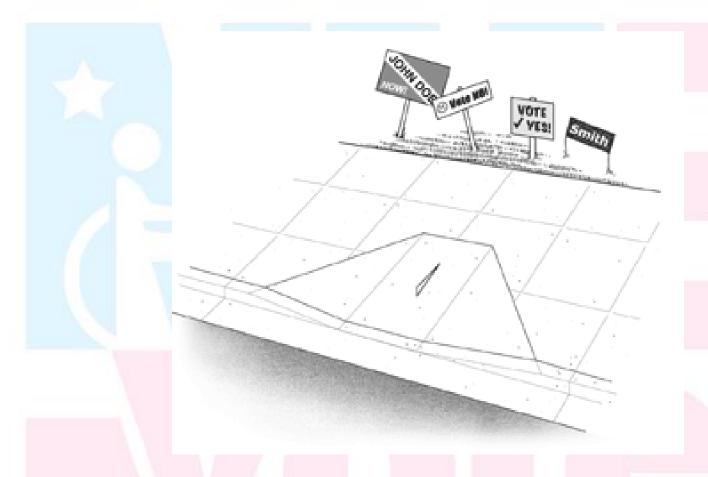
Exterior Route of Travel

Accessible External Route of Travel

- · Has a continuous common surface
 - no curbing
 - no bricks
 - no steps
 - no damaged or eroded pavement
 - no change in level that exceeds 1/4 inch.
 - stable, firm, slip resistant
 - kept clear of snow and ice.

Accessible External Route of Travel

- 36 inches wide
- no protruding objects
- slope of the walkways any part of an accessible route that has a slope greater than 1:20 is considered to be a ramp.



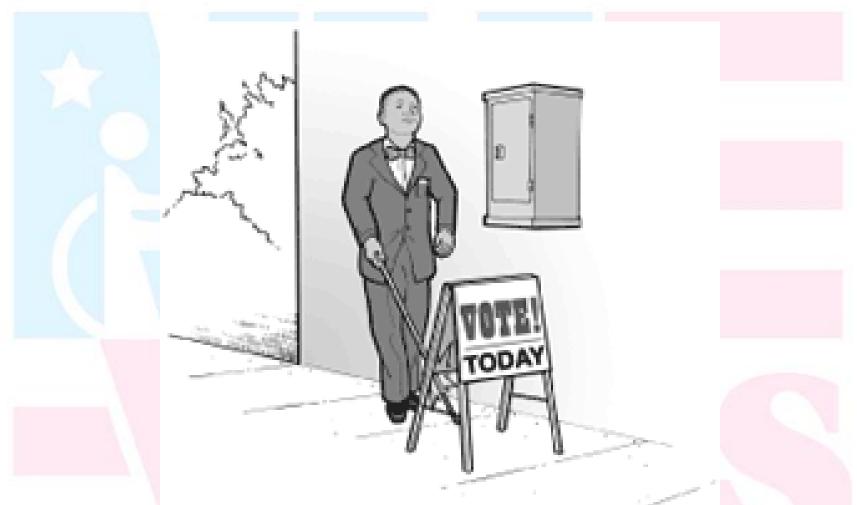
Curb ramp showing minimum 36 inch width for ramp section and 1:12 slope on ramp section.

Protruding Objects

- No object should extend into the route of travel that reduces its width to less that 36 inches.
- Look for:
 - -Benches
 - -Trash Receptacles
 - -Tree limbs and shrubbery

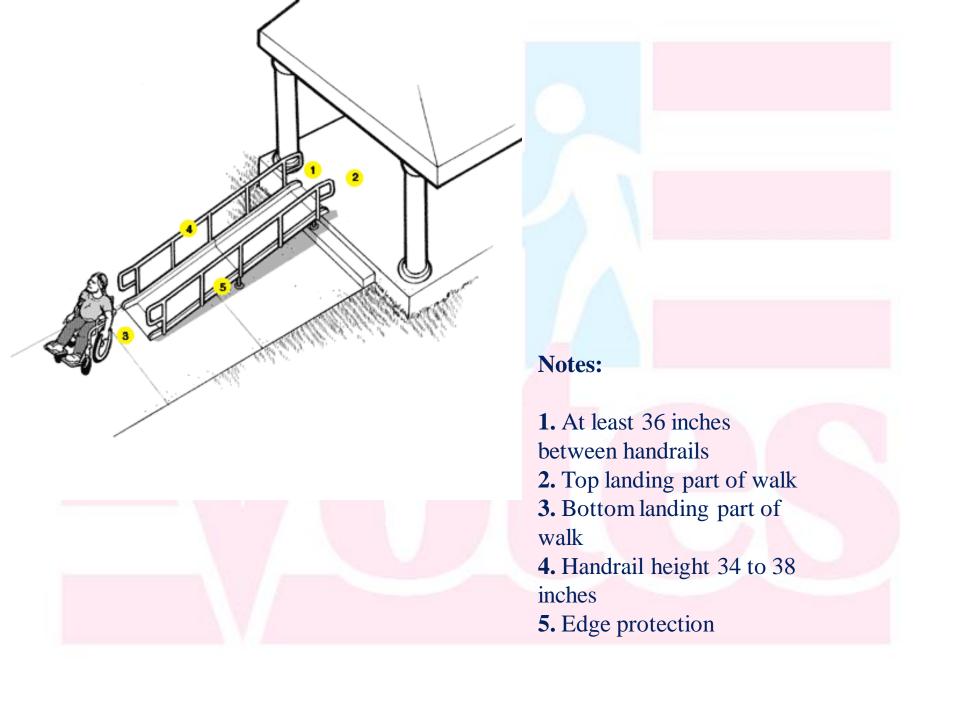
Protruding Objects

- If any object extends into the route of travel
 - more than 4 inches
 - cannot be moved
 - its bottom edge is more than 27 inches above the surface (phone kiosk, water fountain)
- Place an object on the ground beneath it so that a blind or visually person can detect it with a cane.



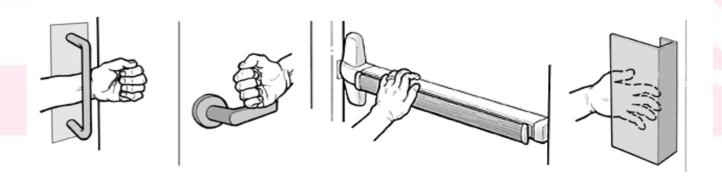
This wall-mounted box is mounted too high to be detectable by a person who is blind. Placing an object, like this sign, under the box provides a way to warn the person before they walk into the side of the box.

Ramps

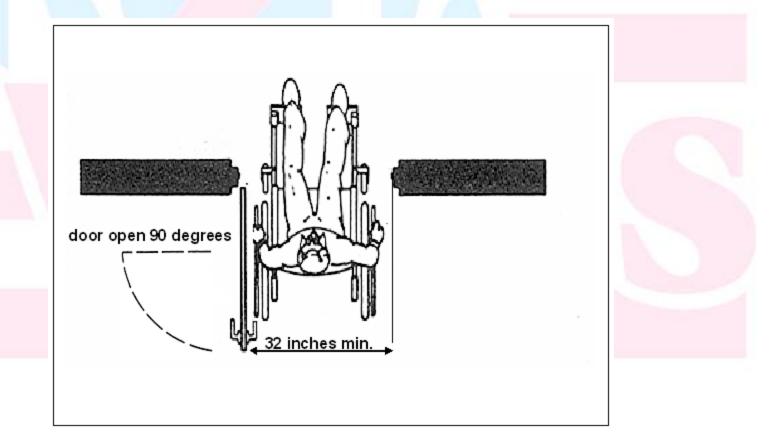


Entrances

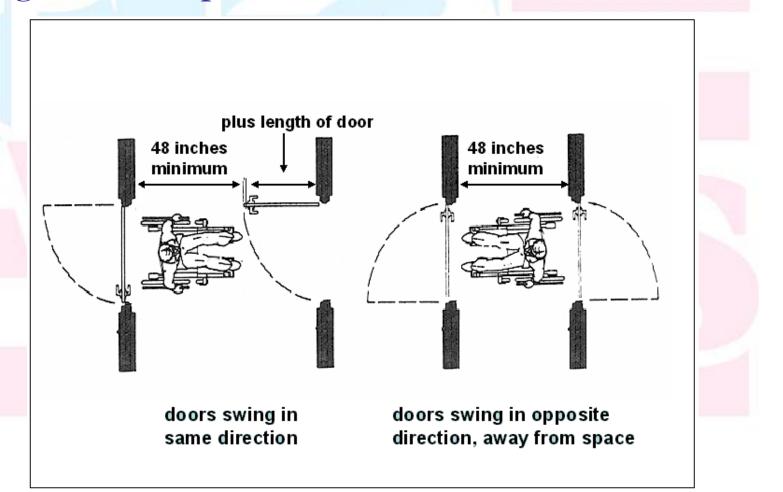
- At least one entrance, preferably the main entrance, to the polling place usable by elderly and persons with disabilities that is clearly marked with the international symbol of accessibility.
- Door hardware no higher than 48" above the surface.
 operable with a closed fist.



•Doorways must have a minimum clear opening of 32" measured from the face of the door to the opposite stop with the door open 90 degrees.

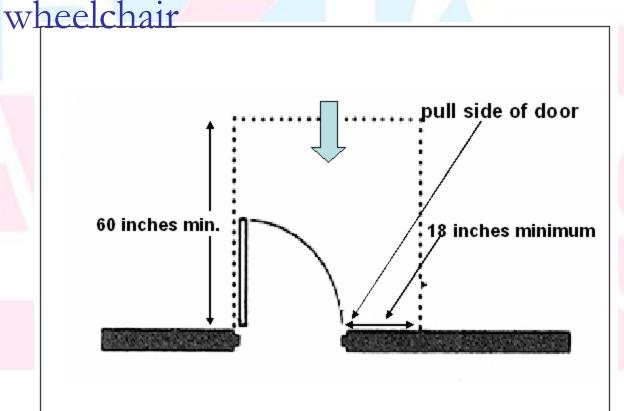


• floor inside and outside of each doorway - level for a distance of 48 inches plus the width of any door swinging into the space.

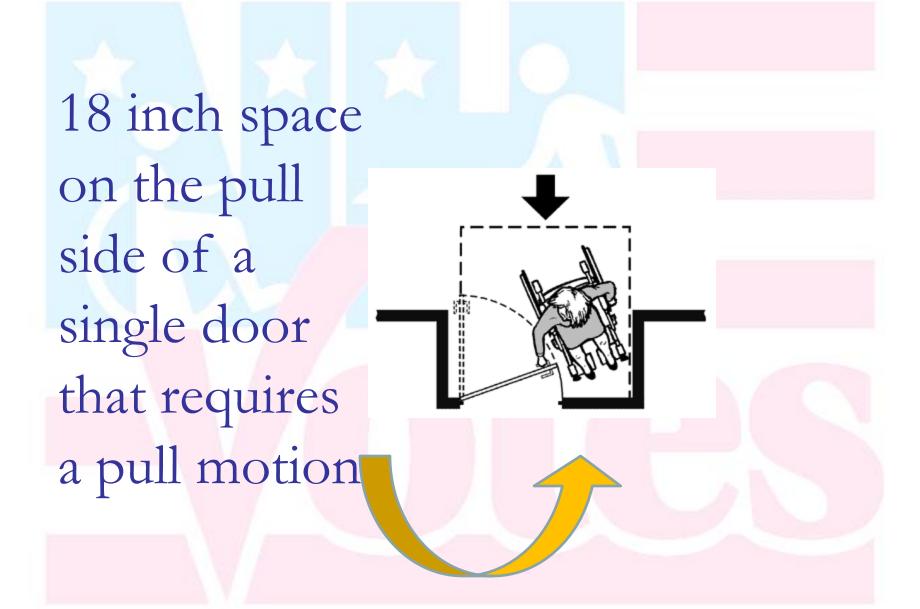


• A single door that requires a pull motion to open

•18 inches minimum on the pull side of the door to allow for the safe maneuvering of a



- Thresholds at doorways
 - -3/4 inches in height for exterior sliding doors
 - -1/2 inch for other types of doors.



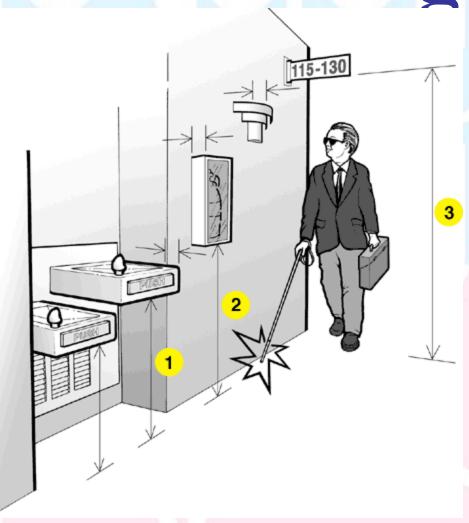
Interior Route of Travel

Interior Route of Travel

- 36" clear route of travel
- •Directional signs to assist voters.
- No objects that protrude 4" or more into the route of travel.

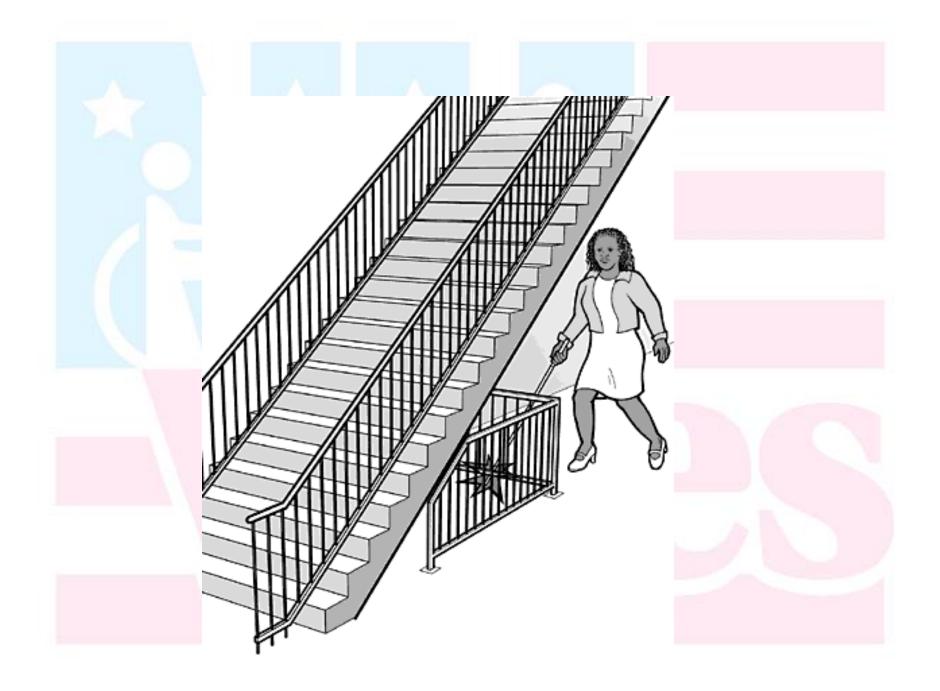
NOTE: protruding objects, like wall phones or drinking fountains, that are higher than 27 inches above the floor, cannot be detected by a blind person's cane.

Protruding Objects



Notes:

- 1. Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.
- 2. Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the canedetectable area below 27 inches off the floor.
- 3. Overhead objects must be at least 80 inches off the floor.



Interior Route of Travel

- Floors level, no thick mats or carpets which could trip a person or block a wheelchair.
 - maximum pile thickness 1/2 inch.
 - exposed edges of carpeting should be trimmed and fastened
- Be especially attentive to the interior route if the main entrance and the accessible entrance are different.

Accessible Voting Booths

Accessible Voting Booths

- •Required by law RSA 658: 9, III
- 6 feet deep, by 6 feet wide and 80 inches high.
- •Shelf or a table that is the width of the booth, is 30 to 32 inches high at the writing surface and has 28 inches of unobstructed space from the floor to the shelf bottom for leg clearance.
- Provided to each Polling Place by the State

New Voting Booth and Privacy Screen Requirements – RSA 658: 9, V

- General election where votes will be cast for President.
 - 1 booth for every 100 voters on the checklist.
- General election where votes will not be cast for President.
 - 1 booth for every 125 voters on the checklist.
- All other elections, including the state primary election.
 - 1 booth for every 150 voters on the checklist.

New Voting Booth and Privacy Screen Requirements

- In addition to regular and accessible voting booths, each polling place shall have table-top voting screens available for use in an election.
- Each voting screen shall consist of
 - 3 panels
 - Each panel at least 17 inches high and 15 inches wide.
 - Positioned on a table or similar surface so that when a voter is marking a ballot he or she is provided privacy.

New Voting Booth and Privacy Screen Requirements

Each polling place shall have available for use in an election at least

- 2 of the regular voting booths
- 1 of the accessible voting booths
- 2 of the privacy voting screens

Accessible Voting System

Help America Vote Act Section 301 (a) 3 Voting System

- be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired
- at least one direct recording electronic voting system or other voting system equipped for individuals with disabilities at each polling place

Accessible Voting System (AVS)

- Not a full replacement voting system.
- Single voting station in each polling place.
- To accommodate voters with disabilities.
 - Anyone can use it.
 - Voters with disabilities are not required to use it.
- Sophisticated pen or pencil for persons who cannot mark a ballot with a pen or pencil.

AVS Election Mode

- •Poll Worker initiates call to AVS 800 540-5852
- •AVS answers and Verifies Caller ID#, specific phone
- •Poll Worker enters Poll Worker ID#
- •Poll Worker enters Ballot ID #
- •Poll Worker prompted to give phone to Voter
- •Voter hears instructions/makes selections
- Voter confirms or changes selections
- Voter disconnects when prompted by AVS
- •AVS faxes marked ballot back to Voter

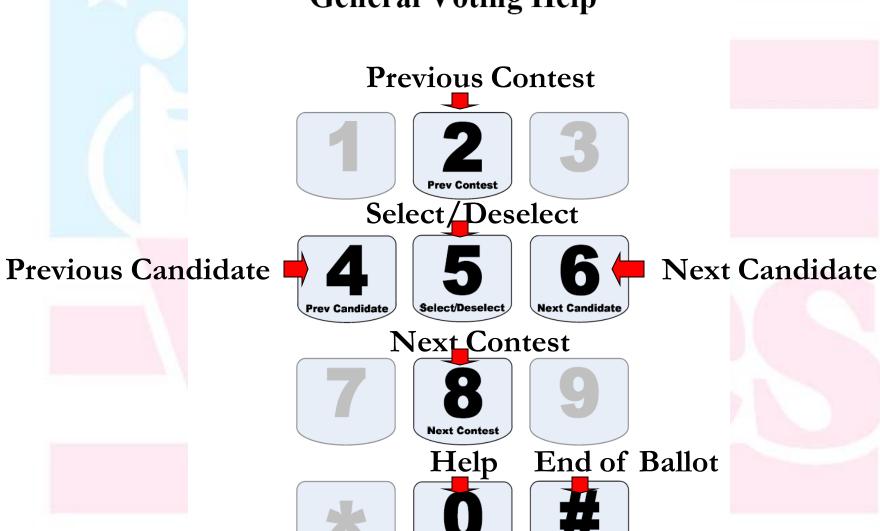
Primary Elections

Note: For the Primary, the system will ask the poll worker to choose either a Republican Ballot or a Democratic Ballot for the Voter.

Changing from Preview and Practice Mode to Election Mode

- Can only be accomplished by Secretary of State Staff at the Data Center in Concord.
- Not a function for local election officials.

General Voting Help



Write-In Voting Help





Back 1 Letter







Forward 1 Letter

Forward 5 Letters







Delete







Sample Ballot

OFFICIAL BALLOT MANCHESTER - WARD 12, NEW HAMPSHIRE GENERAL ELECTION 2005

FOR GOVERNOR	
Vote For Not More Than 1	
HANNAH DUSTIN (Republican)	0
JOSIAH BARTLETT (Democrat)	•
Write-in:	0
FOR UNITED STATES SENATOR	
Vote For Not More Than 1	
WILLIAM PRESTON (Republican)	0
JOHN LANGDON (Democrat)	•
Write-in:	0
FOR REPRESENTATIVE IN CONGRESS	
Vote For Not More Than 1	
NICHOLAS GILMAN (Republican)	0
JEREMIAH SMITH (Democrat)	0
Write-in:	0
FOR EXECUTIVE COUNCIL	
Vote For Not More Than 1	
JAMES B. TENNANT (Republican)	0
GRACE BODWELL (Democrat)	•
Write-in:	0
FOR STATE SENATOR	
Vote For Not More Than 1	
MOSES DOW (Republican)	0
ENOCH HALE (Democrat)	•
Write-in:	0
FOR STATE REPRESENTATIVE	
Vote For Not More Than 3	
JOHN STARK (Republican)	0
MATTHEW THORTON (Republican)	0
DANIEL WEBSTER (Republican)	\circ
MARY BAKER EDDY (Democrat)	•
FRANKLIN PIERCE (Democrat)	•
BENNING WENTWORTH (Democrat)	•
Write-in:	0
Write-in:	0
Write-in:	0
	1

•
0
0
•
0
0
•
0

- •AVS Ballots will be similar to ballots used in jurisdictions that employ optical scanners
- •AVS Ballots must be hand-counted
- Minimum number
 of voters to mask
 voter selections 5

Equipment







Accessible Phone



Binaural Headset

- •Telephone cords
- Power extension cords
- Surge protector power strip
- Illumination

- •Magnification*
- Mini VoteAccess Interior Kit *
- •Plain paper for ballots
- Plastic Storage Container

*clip board, sheet magnifier, signature template, deaf/HOH communication card, poll worker disability assist buttons

Mini Vote Access Interior Kit



poll worker disability assist buttons







sheet magnifier

deaf/HOH
communication
card (not shown)



clip board

AVS EQUIPMENT SET UP

STEP 1.

UNPACK ALL HARDWARE AND CORDS
STEP 2.

UNPACK ALL HARDWARE AND CORDS
STEP 3.

UNPACK ALL HARDWARE AND CORDS

SET UP THE Panasonic KX-FL511 Facsimile/Copier.

- a. Connect the BLACK Power Cord to the fax machine.
 - Plug the other end into the power source.
 - The fax machine
 will turn on
 automatically when
 power is supplied.





SET UP THE Panasonic KX-FL511 Facsimile/Copier.

b. Connect the
Inbound/Regular
telephone line (the line
from the telephone jack)
to the LINE socket on
the back of the fax
machine.

Do not connect the Inbound line to the Extension socket





Facsimile Set Up continued

c. Set the Fax Mode Set the fax to "=FAX ONLY".

When the fax machine is powered up, press the MENU button and you will see:

"SYSTEM SET UP"

"PRESS NAVI."

Press one of the arrows (

until you see:

"QUICK SET UP"

"PRESS SET"

Press SET and you will see:

"SELECT A SETUP"

"FAX ONLY"

When you see this message, press SET, then press MENU.



MENU Button

SET Button



Facsimile Set Up continued

d. Set the Fax Ring Count to 1

Press MENU, press (→) until "FAX RING COUNT"

appears, then press (→) until

"RING=1" appears.

Press SET, then press MENU.

e. Confirm that the AUTO

ANSWER light is ON.

Note: the receiver on the facsimile machine is <u>not</u> used during voting. We recommend that you tape it down.



SET UP THE Ameriphone XL-50 telephone

a. The telephone has two (2) dialsettings – P (pulse) and T (tone).

Set the Dial switch on the right-hand side of the phone to T (Tone).



SET UP THE Ameriphone XL-50 telephone

b. Connect the WHITE telephone power amplification cord to the telephone. The socket is located next to the telephone line socket at the back of the phone.

Connect the other end to the power supply.





SET UP THE Ameriphone XL-50 telephone

c. Connect the shorter telephone cord to the EXT socket on the back of the fax machine and to the LINE socket on the back of the telephone.



d. The underside of the phone has a switch marked as indicated.

VMAIL
MISSED CALL
OFF

Switch it to OFF.

SET UP THE Ameriphone XL-50 telephone VOLUME and AMPLIFICATION

- a. Volume. Incoming voice volume can be adjusted by simply sliding the VOL control. (up to 18 dB)
- b. Amplification. If additional voice volume is required:

Press the blue AMPLIFY button as shown to turn the incoming voice amplifier on or off. When AMPLIFY is on, the AMPLIFY indicator comes on. (up to 48 dB)



USING HEADPHONES



Pull the LARGE PLUG from the end of the cord to expose the SMALL PLUG that fits the telephone. Insert the small plug into the telephone AUDIO slot. The AUDIO slot is located on the right-hand side of the telephone. Note: When the headphones are being used, the telephone handset should be placed face down on the table. You can use a mouse pad or other soft material to lower the background noise.

USING HEADPHONES



The headphones must be set to MONO – if the STEREO setting is used, the audio will be heard in only one ear.

The STEREO/MONO switch is located on the left earpiece. The left earpiece is the one from which the cord extends and is marked with an L on the volume control.

Capability Switch Interface

- For use with personal devices
 - Sip and Puff
 - •Gel Pads
- •Call the Help Desk @ 800 540-5954

The Accessible Voting System Set-up **Operation Troubleshooting** Manual

http://nhvotes.sos.nh.gov/
State of NH Accessible Voting
System Set-up Booklet

Go to: NHVotes.sos.nh.gov Click Login

Welcome to the NHVotes Training Site

This website is designed to provide training to those individuals that carry out the important job of conducting fair and impartial elections in our communities.

The training materials available here are supplements to the Election Procedure Manual available from the Secretary of State website.

Election Official accounts can be obtained through the NHVotes Helpdesk at 1-800-540-5954.

All of the training material may be viewed by logging into the site as a Voter

Voters/Guests: Login Here

Voters/Guests are welcome to view all NHVotes training materials.

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Important Numbers

• The Helpline –

800 540-5954

Accessible Voting System –

800 540-5852

Poll Worker ID - ####

Ballot Access ID - ###

Communicating with People with Disabilities



NASS Survey

"Top 10 List of Most Important and Perhaps Challenging Compliance Points for Disability Access to both the Polling Place and/or the Voting Equipment"

NASS Survey #1. issue facing election officials.

Sensitizing election officials, poll workers and the public to disability issues and how to offer appropriate assistance to voters with disabilities

"Person First" Language

Empowering Language

person with a disability

person with a cognitive disability

•person who is blind, person •the blind who is visually impaired

person who is deaf

person who is hard of hearing

Disempowering Language

the disabled; handicapped

 retarded; mentally defective, childlike

deaf, deaf and dumb

suffers a hearing loss

Myths & Misconceptions

• Disabilities are always visible.

• All people with disabilities are likeable.

Really!? Then why do we have accessible jail cells?!

• People with disabilities are inspirational, courageous, and brave for being able to overcome their disabilities.

COMMUNICATION TIPS

- Treat adults as adults.
- Offer to shake hands.
- Speak directly to the person/not to a friend or interpreter.
- Identify yourself when meeting someone who is blind or has low vision and let them know when you are leaving their presence.
- If you offer assistance, wait to see if your offer is accepted, then ask how you can help.

COMMUNICATION TIPS

- Listen attentively when talking with people who have difficulty speaking and wait for them to finish. If you do not understand, ask them to repeat what they have said.
- Place yourself at eye-level when speaking to a person who is in a wheelchair or on crutches.
- When speaking to a person who is deaf or hard-of-hearing, look directly at the person. To get the person's attention, tap them on the shoulder or wave your hand.
- Do not distract or pet service animals.
- Don't get hung up on words like: hear, see, walk, run, etc. People with disabilities use the same terms all the time.

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